

**CONNECTICUT STATE COLLEGES & UNIVERSITIES BOARD OF REGENTS FOR HIGHER
EDUCATION JOB OPPORTUNITY**

September 26, 2013

Advanced Manufacturing Centers Director

Open to: The Public

Location: 61 Woodland Street, Hartford, CT

Hours: Full-time, 40 hours/week

Salary Group/Class: ADMIN IV (starting salary at \$78,415)

Closing Date: **October 25, 2013, resume review begins immediately**

The BOR is seeking an Advanced Manufacturing Centers Director to perform a broad range of professional level coordinated functions including but not limited to, management and oversight of the three new Advanced Manufacturing Centers located at Housatonic Community College (Bridgeport); Naugatuck Valley Community College (Waterbury); and Quinebaug Valley Community College (Danielson); recruitment, administration, strategic planning, enrollment management, outreach to internal and external partners, reporting, staff advisory to BOR, staff development and training, oversight of State-wide Advanced Manufacturing Advisory Committee and representative of the BOR on other related statewide manufacturing advisory groups. The incumbent is accountable for performing professional duties relating to organizational management and oversight of the three new Advanced Manufacturing Centers and providing support to the System Office and the Connecticut State Colleges and Universities System and will be responsible for the management and oversight of the Statewide Advanced Manufacturing Initiative. The incumbent will report to the Director of Innovation & Outreach.

Responsibilities:

- Accountable for the oversight and support of the planning and development of appropriate and effective education and training provided by the three new advanced manufacturing centers.
- Overseeing the development of evidence-based program strategies including guiding and participating in the design of new curricula for the manufacturing program and supporting program efforts for skill enhancement, assessment, recruitment and placement.
- Assisting in the development of long range strategic plans for the system-wide support of the Advanced Manufacturing Program by performing such tasks as identifying current challenges and risks in the Advanced Manufacturing Program and participating colleges, evaluating the challenges and risks and setting priorities for resolving outstanding challenges and risks in support of a strengthened program.
- Accountable for promoting strategic partnerships between the BOR, the three new advanced manufacturing centers, the manufacturing industry statewide, the community, state agencies and other organizations.

- Support the development of curriculum enhancements and instructional supports, including the development of online courses, with the goal of education and placing skilled and credentialed workers through an industry-driven approach to manufacturing.

Qualifications:

- Master's Degree in business, management or a related discipline with five or more years of administrative and managerial experience of major projects, preferably to include some experience or knowledge of the manufacturing industry; or a combination of education, training and experience which would provide the competencies required for successful performance of the position's essential duties.
- Relevant experience or knowledge of the manufacturing industry
- Relevant experience or knowledge of higher education, preferably to include community colleges
- Ability to provide strategic direction and leadership to a major initiative, preferably one that involves a similar target population and/or workforce preparation;
- Management of operating budgets and plans
- Information technology literacy skills
- Effective oral and written communication skills

Preferred Qualifications:

- Experience in working with higher education, manufacturing industry, organizations and associations are highly desirable.

Applicants who do not meet the minimum qualifications as stated are encouraged to put in writing precisely how their background and experience have prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

APPLICATION PROCEDURE:

Submit a cover letter, detailed resume, BOR Employment Application, and names of three professional references to:

Advanced Manufacturing Centers Director (Admin IV)

Board of Regents for Higher Education

Innovation & Outreach

61 Woodland Street

Hartford, CT 06105

RotondoC@ct.edu

Incomplete or late application packages received will not be considered. A BOR application can be found on our website at <http://www.ct.edu/files/pdfs/Employment-Application.doc>

The Board of Regents for Higher Education is an Affirmative Action/Equal Opportunity Employer, M/F. Protected group members are strongly encouraged to apply.